

DELAWARE DEPARTMENT OF JUSTICE
Casual/Seasonal JOB OPENING

Opening Date: September 23, 2016

Closing Date: Until filled

This is a Casual/Seasonal position (maximum of 37.5 hours work per week) without healthcare benefits. Salary will be commensurate with experience, training, education.

PARALEGAL
Office of Civil Rights and Public Trust, Kent County

Job Responsibilities and Duties:

This paralegal provides paralegal support to Deputy Attorneys General in the Office of Civil Rights and Public Trust (OCRPT) located in Kent County, providing assistance for cases statewide. The OCRPT is responsible for protecting individual rights and liberties of Delawareans, enforcement of laws designed to ensure citizen trust in government, and conducting investigations where the Department of Justice's other responsibilities might present the appearance of a conflict of interest. This position is largely responsible for the overall administration and processing of complaints involving allegations of pattern and practice discrimination, allegations of criminal and non-criminal conduct, violation of election laws and misconduct by public officials and employees including, but not limited to, theft of public funds. The OCRPT also reviews officer involved use of deadly force and non-deadly force where a substantial injury or death occurs.

This position includes the following specific duties:

This Paralegal's duties include researching, preparing and processing legal documents for the Deputy Attorneys General and investigators assigned to the OCRPT in both civil and criminal cases. The paralegal is responsible for maintaining files, preparing litigation documents, investigating case-related issues and facts, coordinating research and investigative reports and assisting the Deputy Attorneys General with case preparation and trial. This Paralegal is expected to review and analyze legal documents, draft legal memoranda, draft subpoenas, indictments and informations, motions, and other pleadings as directed. The paralegal is also expected to draft and respond to discovery requests for both jury and non-jury trials. Additional duties include victim/witness contact, obtaining reports and other information requested from police agencies, gathering and tracking statistical information for preparation of cases, and redacting hard copies of discovery materials such as police reports, search warrants, medical records and cell phone records. This paralegal will also assist in preparing documents for trial presentation. This paralegal will track all litigation, prepare continuance requests, as needed, and assist in determining, locating and notifying necessary witnesses. This Paralegal must demonstrate excellent organizational and computer skills and be able to work accurately and independently within strict time frames, and with minimum direct guidance and supervision.

Minimum Qualifications:

No less than five (5) years of employment with the Department of Justice in a similar capacity **AND** a paralegal certificate from an ABA-approved, non-ABA approved or Department-sponsored program, **OR**

An Associate's degree in Paralegal Studies from an ABA-approved program, **OR**

A Bachelor's degree **AND** a paralegal certificate from an ABA-approved or Department-sponsored program **OR**

A Bachelor's degree in Paralegal Studies from an ABA-approved program **OR**

A Bachelor's degree **AND** one year of law school

Internal applicants: Please send an updated resume or a summary of work experience to the Director of Human Resources.

External applicants: Please submit a Resume and State Application to the Delaware Department of Justice, Human Resources, 820 N. French Street, Sixth Floor, Wilmington, DE 19801, E-mail to DOJHR@state.de.us or Fax to 302-577-5866. EOE.